

NOTICE

There is a job opening for the **BAY COUNTY DIVISION ON AGING**.

JOB TITLE:LEAD COOK - DIVISION ON AGING (T124)

RATE OF PAY:*\$15.09 per hour entry, progressing to
*\$17.91 per hour after 2 years (TU07)

***Proposed 2017 pay rate - full-time position with benefits as provided for within the USW Full-time labor agreement (although union membership is voluntary).**

GENERAL SUMMARY: Serves under the general supervision of the Nutrition Services Manager. Is responsible for proper preparation of foods for the Home Delivered and Congregate Meals program. Directs, instructs, and assigns all kitchen staff on daily duties. Oversees and participates in special events and catered meals. Responsible for seeing all kitchen staff maintain and follow all food and health regulation guidelines as established in the Michigan Public Health Code. Works with the Nutrition Services Manager on development, analysis and testing of new products and recipes.

TYPICAL DUTIES:

1. Completes kitchen production sheets and assignments. Reviews menu and recipes with kitchen staff each day and assigns duties.
2. Communicates production concerns and trains kitchen staff to improve efficiency; both individually and as a group. Has daily communication with delivery staff regarding meal counts and other miscellaneous needs.
3. Assures all food items are prepared following written recipes. Corrects recipes as needed to improve cooking method and/or quality.
4. Communicates quality concerns with Nutrition Services Manager and kitchen staff as needed.
5. Assists with menu planning to assure proper rotation of recipes and to plan for proper oven space and preparation times.
6. Responsible for packaging and production and/or assignment of entrée salads, entrée sandwiches, weekend box lunches, holiday and weekend frozen meals and all other additional special meals. Assures product is properly labeled and ready for drivers to take out to dining centers and routes.
7. Reviews menus, special events and vacation calendar with Nutrition Services Manager and plans employee schedule accordingly. Assists with inventory and ordering functions in absence of Nutrition Services Manager.
8. Helps prepare the meals for Congregate sites and Home Delivered participants per mandated meal patterns and guidelines, and assures staff follow public health code and food safety & sanitation requirements.
9. Responsible for seeing that the kitchen area and all equipment is kept clean and meets sanitation standards according to Michigan Public Health Code. Trains staff in the safe and proper use of all kitchen equipment.
10. Responsible for editing and/or correcting recipe errors with input from Nutrition Services Manager.
11. Assures all recipes are up to date and accurate at central and satellite kitchen(s).
12. Processes food orders in absence of Nutrition Services Manager.
13. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
14. All other duties assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties to be performed by personnel so classified.

QUALIFICATIONS: Above average mathematical skills, communication skills and analytical skills. Successfully complete Food Service Test.

REQUIRED EXPERIENCE:

1. Must have 2 years of experience in leading kitchen operations of a large quantity facility. Requires ability to keep staff on task and assign additional duties such as cleaning of equipment i.e. ovens, counters, carts, bread racks, cooler shelves.
2. Must be able to review and analyze kitchen needs and schedule/assign tasks accordingly.
3. Must be able to identify and correct quality control issues with large quantity cooking.
4. Needs to have above average math skills to process meal counts and break down recipes into smaller or larger quantities.
5. Must have computer skills and be able to learn and use GFS Experience for Windows.
6. Must know all methods and terminology of cooking in large quantities (50-1000 meals). Must be able to prepare all of the components of the menu. Must be able to organize and coordinate the preparation of as many as 3 different menus in one day.
7. Must be able to operate and recognize repair needs of kitchen equipment such as convection ovens, mixers, steamers, slicers, blenders etc.
8. Must be able to work independently with little to no supervision.
9. Must be able to demonstrate and teach new staff food service preparation techniques, correct staff as needed, and clearly communicate desired product standards for taste, appearance, and acceptance by the senior population.
10. Ability to work cooperatively with customers, coworkers and supervisors. Must be able to promote and encourage teamwork.

PHYSICAL REQUIREMENTS: With or without reasonable accommodations, must have the ability to lift food weighing up to 35 pounds to a height of up to 5 - 5 ½ feet into top oven and steamer shelves; ability to transfer pans of food in and out of equipment and lift mixing bowls with food weighing approximately up to 30 pounds; ability to lift foods i.e. muffins, cakes on sheet pans, muffin tins in and out of ovens, (top shelf.)

APPLICATION PROCEDURE: Make application online at www.baycounty-mi.gov or via US Mail/in person at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 no later than **4:00 p.m. Monday, November 28, 2016**.

AN EQUAL OPPORTUNITY EMPLOYER

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”